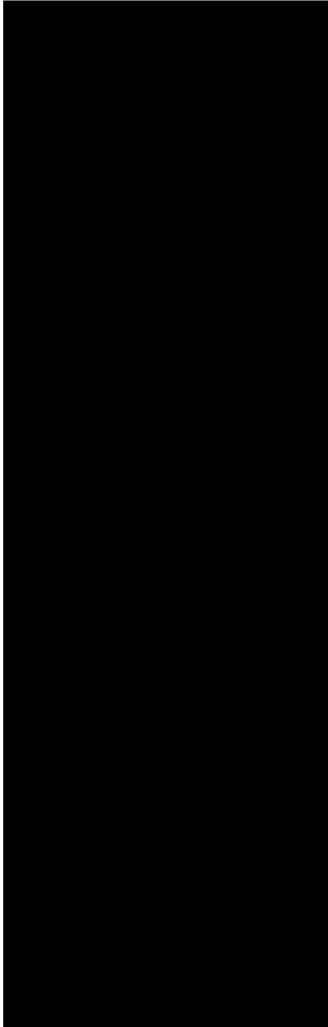
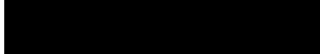


SPACE ALLOCATIONS BRANCH

Monthly Report: March 1963

1. The following requests have been surveyed, approved and forwarded to Chief, Buildings Facilities Branch for necessary action during the month of March 1963.

- |    |  |   |
|----|--|---|
| a. |  | - Paint spray room renovations  |
| b. |  | - Alterations, room 7C36  |
| c. |  | - X ray room alterations, Medical area  |
| d. |  | - Install new door between rooms 7E48 and 7E56  |
| e. |  | - Install a 36" door under counter in room 2B16   |
| f. |  | - Installation of door between rooms 2C32 and 2C38  |
| g. |  | - Remove door and replace with panel, room GH5509   |
| h. |  | - Installation of electrical outlets, room 1A20   |
| i. |  | - Carpentry work, room GEO430A  |
| j. |  | - Installation of stainless steel protectors, room 7G15   |
| k. |  | - Renovation and telephone changes  |
| l. |  | - Alterations to <br>rooms 4E20 and 4E22 |
| m. |  | - Alterations to room 2F25  |

2. Architectural design and space layout programming:

a. Completed planning on paint spray booth renovation. Work Order now under way.

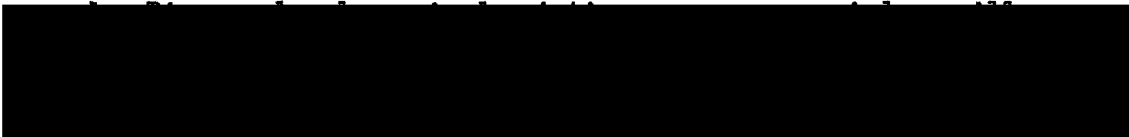
b. Completed planning on toilet addition to large X ray room for Medical Staff fluoroscopy function.

~~SECRET~~

2. Architectural design and space layout programming: con't.
- c. Preliminary planning on a part of the DDI contemplated move.
  - d. Completion of Credit Union interim operation plan for use during construction stage.
  - e. Soliciting of cost estimates from local dealers for partial height partitioning and wall covering for the Credit Union renovation.
  - f. Completion and submission of reports concerning suggestion awards involving window colortinting and changing of building exterior architectural treatment.
  - g. Discussed details and inspected the location of the proposed installation with the vendor.

25X1A

3. Participation in discussions with O/Sec. and Telephone Br./LSD upon the affect of the following facts. The magnitude of future changes in the building.
- a. Limited number of red telephone lines available on the red line telephones exchange.
  - b. Security outlook upon red telephone controls.
  - c. Degree of parition relocations to satisfy the two preceding items.



25X1A

4. 24 March 1963 - A test of main emergency power facilities at the Headquarters Building was made, starting at 0833 and ending about 1410 hours. Information of this test was forwarded to C/LSD.
5. Motion Picture and Public Address - Training of Agency personnel in the operation of equipment in the auditorium started Monday, 18 March.
6. Parking - West Potomac Park Area
- The new parking space assignment will take effect on 10 April. Appropriate Admin. Officers will be issued new parking permits from Space Allocations Branch on or before 3 April 1963.

~~SECRET~~